



## Shelton State Community College Health Information Technology (HIT)

Health information technicians play a vital role in making our healthcare system work. They perform data collection and analysis needed by doctors, nurses, and other healthcare professionals and are a key part of quality patient care. Health information professionals ensure quality, accuracy, accessibility, and security in paper and electronic systems.

The Health Information Technology (HIT) Program is designed to prepare individuals, under the supervision of health information administrators and technicians as well as other professionals, to construct medical records and clinical databases, retrieve data, control the security and quality of records, supervise data entry, and manage health information personnel. The program includes instruction in clinical and biomedical sciences, information management, database management, medical coding and validation, information security, quality improvement, health information content and structure, medical business procedures, and legal requirements of health information. The student receives laboratory simulation and hands-on experience under the guidance of Registered Health Information Administrators (RHIA) and Registered Health Information Technicians (RHIT). The HIT courses **must** be taken in sequential order. **The program offers three pathways to enter the HIT field: Associate in Applied Science (AAS) degree, a certificate, and a short certificate.**

The Commission on Accreditation of Health Informatics and Information Management (CAHIIM) is the accrediting organization for educational programs in health informatics and health information management/technology. **The Associate Degree Health Information Technology Program is accredited by CAHIIM.** Only a CAHIIM-accredited HIT program graduate is eligible to take the national examination to become an RHIT. CAHIIM is located at 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601-5800, phone 312.235.3255.

## Minimum Admission Criteria for the HIT Program

Program admission is in the fall and spring of each year for each of the three pathways. Online applications are accepted Feb. 1 – Mar. 1 for admission into the fall cohort; and Sept. 1 – Oct. 1 for spring cohort. Minimum admission criteria is listed below.

1. An official transcript of all college work on file in the Enrollment Services Office
2. A copy of the current class schedule, if enrolled
3. An overall GPA of 2.0 on a 4.0 scale on all college coursework completed and 2.5 or higher on the required prerequisite general education courses
4. Completion of all prerequisite courses with a grade of **C (70)** or above - MTH 110 or higher math, ENG 101, BIO 120 or HIT 110, BIO 201, BIO 202, and ORI 101 for the AAS degree. Coding certificate students should complete prerequisite courses HIT 113\*, ORI 101, HIT 110 or BIO 120, MTH 100 or higher math and ENG 101 for the coding certificate. Please contact the Health Services Clerk II for information regarding the short certificate. HIT 110 and HIT 113 must be completed with a grade of C (75%) or above.

**NOTE:** The BIO 202 grade must be **within the last five years**. If not, it must be repeated for credit prior to the first semester of the program.

**\*NOTE:** BIO 201, BIO 202, and HIT 110 or BIO 120 can be substituted for HIT 113 if all are passed with a C or higher.

5. A copy of Next Generation ACCUPLACER or ACT reading score  
**NOTE:** This score must be current within the last **five years**. The Next Generation ACCUPLACER exam reading score must be 244 or higher; the ACT reading score must be **seventeen (17)** or higher.
6. Attendance at a Health Services Program Information Session within the last year prior to making application to the program

## Curriculum Sequence Health Information Technology – Assoc in Applied Science (AAS) Degree

<b>Prerequisite Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
MTH 110 Finite Math or higher	3	0	0	3	3
BIO 201 - Anatomy and Physiology I	3	2	0	4	5
*BIO 202 - Anatomy and Physiology II	3	2	0	4	5
ENG 101 - English Composition I	3	0	0	3	3
**HIT 110 or BIO 120 Medical Terminology	3	0	0	3	3
ORI 101 - Orientation to College	2	0	0	2	2
<b>Total</b>	<b>17</b>	<b>4</b>	<b>0</b>	<b>19</b>	<b>21</b>
<b>First Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
HIT 111 - Diagnostic and Pharmacology	2	0	0	2	2
HIT 115 - Pathophysiology and Pharmacology for HIT	4	0	0	4	4
HIT 132 – Revenue Cycle Management	3	2	0	4	5
HIT 154 - Health Data Content & Structure	3	2	0	4	5
<b>Total</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>14</b>	<b>16</b>
<b>Second Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
SPH 106 - Fundamentals of Oral Communication or SPH 107 - Fundamentals of Public Speaking	3	0	0	3	3
HIT 158 - Introduction to Clinical Environment for HIT/MCC	1	0	0	1	1
HIT 223 – Data Management for HIT	2	2	0	3	4
HIT 230 - Medical Coding Systems I	3	2	0	4	5
HIT 235 - Medical Coding Systems III	2	0	0	2	2
<b>Total</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>13</b>	<b>15</b>
<b>Third Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
PSY 200 - General Psychology	3	0	0	3	3
HIT 134 - HIT Legal and Ethical Issues	3	0	0	3	3
HIT 232 - Medical Coding Systems II	3	2	0	4	5
HIT 255 - Principles of Supervision in HIT	3	0	0	3	3
HIT 254 - Organizational Improvement	3	0	0	3	3
<b>Total</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>	<b>17</b>
<b>Fourth Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
HUM/FA Elective	3	0	0	3	3
HIT 160 - Professional Practices Experiences	0	0	3	1	3
HIT 286 - Expanded Medical Coding	1	2	0	2	3
HIT 292 - HIT Exam Review	2	0	0	2	2
HIT 296 - Professional Practices Simulations	0	2	3	2	5
<b>Total</b>	<b>6</b>	<b>4</b>	<b>6</b>	<b>10</b>	<b>16</b>
<b>Program Total</b>	<b>61</b>	<b>18</b>	<b>6</b>	<b>72</b>	<b>85</b>

\*BIO 103 is a prerequisite for BIO 201 & BIO 202. Students may take the BIO 103 CLEP test through SSCC Testing. BIO 202 must be taken within the past five years.

\*\*BIO 120 Medical Terminology is acceptable for HIT 110 Medical Terminology with a grade of “C” or above.

## Curriculum Sequence Health Information Technology – Medical Coding Certificate

<b>Prerequisite Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
MTH 100 College Algebra or higher	3	0	0	3	3
ENG 101 - English Composition I	3	0	0	3	3
*HIT 113 - Anatomy, Physiology, and Medical Terminology	5	0	0	5	5
ORI 101 - Orientation to College	2	0	0	2	2
<b>Total</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>13</b>
<b>First Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
HIT 111 - Diagnostic and Pharmacology	2	0	0	2	2
HIT 115 - Pathophysiology and Pharmacology for Health Information Technology	4	0	0	4	4
HIT 132 – Revenue Cycle Management	3	2	0	4	5
HIT 154 - Health Data Content and Structure	3	2	0	4	5
<b>Total</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>14</b>	<b>16</b>
<b>Second Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
SPH 106 - Fundamentals of Oral Communication or SPH 107 - Fundamentals of Public Speaking	3	0	0	3	3
HIT 158 - Intro to Clinical Environment for HIT/MCCI	1	0	0	1	1
HIT 223 – Data Management for HIT	2	2	0	3	4
HIT 230 - Medical Coding Systems I	3	2	0	4	5
HIT 235 - Medical Coding Systems III	2	0	0	2	2
<b>Total</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>13</b>	<b>15</b>
<b>Third Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
HIT 232 - Medical Coding Systems II	3	2	0	4	5
HIT 283 - Medical Coding Professional Practice	0	0	4	2	4
HIT 286 - Expanded Medical Coding	1	2	0	2	3
HIT 291 - HIT Seminar (Exam Preparation)	1	0	0	1	1
<b>Total</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>9</b>	<b>13</b>
<b>Program Total</b>	<b>41</b>	<b>12</b>	<b>4</b>	<b>49</b>	<b>57</b>

\*BIO 201 - Anatomy and Physiology I, BIO 202 - Anatomy and Physiology II, and HIT 110 or BIO 120 with a grade of "C" or above are acceptable for HIT 113.

## Curriculum Sequence Health Information Technology – Medical Coding Short-term Certificate

<b>First Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
ENG 101 - English Composition I	3	0	0	3	3
*HIT 113 - Anatomy, Physiology, and Medical Terminology	5	0	0	5	5
HIT 115 - Pathophysiology and Pharmacology for Health Information Technology	4	0	0	4	4
HIT 132 – Revenue Cycle Management	3	2	0	4	5
<b>Total</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>	<b>17</b>
<b>Second Term Courses</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	<b>Contact</b>
MTH 116 Math Applications or higher	3	0	0	3	3
HIT 230 - Medical Coding Systems I	3	2	0	4	5
HIT 232 - Medical Coding Systems II	3	2	0	4	5
HIT 235 - Medical Coding Systems III	2	0	0	2	2
HIT 291 HIT Seminar (OPTIONAL - Exam Preparation)	1	0	0	1	1
<b>Total</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>13</b>	<b>15</b>
<b>Program Total</b>	<b>26</b>	<b>6</b>	<b>0</b>	<b>29</b>	<b>32</b>

\*BIO 201 - Anatomy and Physiology I and BIO 202 - Anatomy and Physiology II and HIT 110 or BIO 120 with a grade of "C" or above are acceptable for HIT 113.

### Estimated Program Fees and Expenses

Listed below are estimated costs for the Health Information Technology Program options. The amounts listed below are subject change.

	AAS Degree	Long Certificate	Short Certificate
<b>Tuition and Fees</b>	<b>72 hours</b>	<b>49 hours</b>	<b>29 hours</b>
Tuition	<b>\$10,999.00</b>	<b>\$7,492.00</b>	<b>\$4,430.00</b>
<b>Other Fees</b>			
AHIMA Membership Dues	\$49.00	\$49.00	\$49.00
Books (estimate)	\$1,200.00	\$1,000.00	\$950.00
Employment Screening Services Background/Drug/Compliance Fee	\$97.30	\$97.30	0
Trajecsys Clinical Record-Keeping System Fee	\$50.00	\$50.00	0
Program Polo Shirt/ Badge	\$25.00	\$25.00	\$25.00
Certification Exam Fee	\$229.00* RHIT	\$299.00* CCS	\$199.00* CCA
Student Organization	\$16.00	\$16.00	\$16.00
Liability Insurance	\$15.00	\$15.00	0
<b>Subtotal:</b>			
<b>Optional</b>			
Cap, Gown, and Diploma	\$70.00	\$70.00	\$70.00
<b>Approximate Total Cost</b>	<b>\$12,750.30</b>	<b>\$9,113.30</b>	<b>\$5,739.00</b>
<b>*This price applies to student members of AHIMA.</b>			

### **POLICIES FOR THE HEALTH INFORMATION TECHNOLOGY PROGRAM**

#### **Grading Policy and Academic Standards**

In the Health Information Technology Program, each student is evaluated on comprehension of theory and laboratory skills in health information domain areas. The Health Information Technology Program uses the following academic grading system.

A = 100 - 90 Excellent

B = 89 - 80 Good

C = 79 - 75 Average

D = 74 - 60 Failing

F = 59 - 0

## Academic Progression Policy

1. A student must achieve a minimum grade of **“C”** (75) or above in every HIT course.
2. HIT courses are taught sequentially. **(A student must have a minimum grade of 75 in every course in each term of work to proceed to the courses taught in the next term.)**
3. Students will be tracked and advised related to academic progress. A plan for success will be developed when deficiencies are noted. The plan will be placed in the student’s file.
4. In the event a student makes a final grade below 75 in any HIT course, the student must withdraw from the program immediately.
5. The student may apply for readmission to the program; acceptance is conditional upon the following:
  - a. completion of application for readmission
  - b. fulfillment of readmission criteria
  - c. space availability in the next class
  - d. one prior admission only
6. After readmission, if the student does not achieve the minimum 75 final grade in the second attempt of the same HIT course or fails to achieve the minimum 75 in any other HIT course, the student will be withdrawn from the program. The student may seek admission as a new student after a period of two years.
7. A student absent from the HIT course sequence for more than three semesters must apply as a new student.
8. A student will not be readmitted to the program more than once.

## Health and Related Policies

Because participation in clinical instruction is an integral part of the Health Information Technology curriculum, each student is required to comply with all the **policies and procedures of the contracted clinical agencies** and the HIT Program. Therefore, each student is expected to uphold the contractual terms upon being admitted to the HIT Program. All costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. Upon acceptance, all Health Information Technology Program students must comply with the following policies and procedures:

1. Submit a completed health form from your health care provider.
2. Submit proof of vaccinations, including the following:
  - a. Hepatitis B series or evidence of immunity
  - b. MMR (German Measles, Mumps, Rubella) if born after 1957, or evidence of immunity
  - c. Varicella immunity (immunization record or titer)
  - d. Tetanus vaccination
  - e. TB skin test
  - f. Flu and COVID-19 vaccine or declination form
3. Purchase liability and accident insurance through the College.
4. Complete a pre-clinical **drug screen**. The complete drug screen policy is in the HIT Program Student Handbook.
5. Complete a **background check**. All students must sign a release form for permission to perform a background check as required by federal law. The student must abide by the HIT Program Background Check Policy and Clinical Agency Policy for which the student is assigned. Every effort will be made to provide students with the required clinical experiences to meet program objectives. Any student denied access by a clinical affiliate will be subject to dismissal from the program.

### **Tasks, Knowledge, Skills, and Abilities**

The Alabama Community College System and Shelton State Community College endorse the Americans with Disabilities Act. In accordance with college policy and when requested, reasonable accommodation may be provided for individuals with disabilities. In unique combinations, physical, cognitive, psychomotor, affective, and social abilities are required to demonstrate health information competencies. The applicant/student must meet the required tasks, knowledge, skills, abilities, and work activities with or without reasonable accommodations throughout the learning program.

Admission, progression, and graduation are contingent upon one's ability to demonstrate the tasks, skills, and abilities delineated for Health Information Technology professionals with or without reasonable accommodations. The student may request accommodations in writing to the Office of Disability Services located on the first floor of the Martin Campus. Any reasonable accommodations made by the HIT Program must originate from the Office of Specialized Student Services.

**Note: Health Information Technology Program information, policies, and curriculum are subject to change without prior notice due to accrediting agency requirements and standardization of the program.**



## Shelton State HIT Program Location

Shelton State Community College  
C. A. Fredd Campus  
3401 Martin Luther King, Jr. Boulevard  
Tuscaloosa, Alabama 35401

## Health Information Program Staff

### **Andrea Bowden-Evans, DNP, MSN, FNP-BC, RN**

Associate Dean of Health Services Division

Email: [abowden@sheltonstate.edu](mailto:abowden@sheltonstate.edu)

Phone: 205.391.2452 or 205.391.2457

Fax: 205.391.2448

Office: Martin Campus, Room 2605

### **Joan Wilder, MSHI, RHIA, CPC**

Program Director

AHIMA Approved ICD-10-CM Trainer

Email: [jwilder@sheltonstate.edu](mailto:jwilder@sheltonstate.edu)

Phone: 205.391.5852

Office: C.A. Fredd Campus, Room 605

### **Janice D. Washington, RHIA**

Clinical Education Coordinator

AHIMA Approved Revenue Cycle Management Trainer

AHIMA Approved ICD-10-CM/PCS Trainer

Email: [jwashington@sheltonstate.edu](mailto:jwashington@sheltonstate.edu)

Phone: 205.391.2637

Office: C.A. Fredd Campus, Room 608

### **Beth Appling**

Health Services Clerk II

Email: [bappling@sheltonstate.edu](mailto:bappling@sheltonstate.edu)

Phone: 205.391.2654

Office: C.A. Fredd Campus, Room 520